

APPLYING FOR A SANITARY PERMIT

1. Contact a certified soil tester and have soil tests performed on your property. These tests will determine the type of system suitable for your land.
2. Contract with a system installed or designer. This person will design the system plans for you and submit them to the appropriate agency for approval. Non-pressurized in-ground systems (a/k/a conventional systems) and holding tanks can be approved at the county level. All other types of systems must be approved at one of the the state level offices of the Dept. of Commerce-Safety & Buildings Section.
3. If it has been determined that a holding tank is the only alternative for your property, the property owner must sign a township holding tank agreement with the town in which the system will be installed. The town may require a bond to be paid at the time this agreement is signed. Also, the property owner must sign a service contract with a commercial hauler for the disposal of the holding tank wastes. The town agreement and service contract may be obtained from our office or your system installer. A final agreement, the Door County Health Commission holding tank agreement, must accompany the sanitary permit application before issuance of the permit. At some time before the sanitary permit can be issued, an original signed copy of the township holding tank agreement must be recorded in the Door County Register of Deeds Office. The recording fees will be \$10.00 for the first page and \$2.00 for each additional page. Check with your system installer to find out if he will record this document for you or whether it will be your responsibility.
4. Once our office has verified the soil test and/or plans received from the state (after their approval), your installer may then make application for the sanitary permit. The fees are as follows for systems with wastewater loadings less than 3,000 gallons per day:

Non-pressurized in-ground	\$275	Mound/In-ground pressure	\$350
At-grade	\$350	Holding tank	\$400
Sand filter	\$500	ATU	\$500
Non-plumbing system	\$200	Reconnection	\$100
Replacement of tank only	\$200	Repair	\$ 90

For systems exceeding 3,000 gallons per day, the fees will be higher. You will need to check with your system installer to see whether he will submit the appropriate fee to our office along with the permit application or whether it will be your responsibility to pay the fee directly to us.

5. After the sanitary application has been submitted to our office, a representative of this department will make a final review of the application and the sanitary permit will be issued within a few days if all is in order.

Suggestions to Consider Before Applying for a Sanitary Permit:

- Make sure that you contract with the system installer you really want, as not all sanitary permits can be transferred from one installer to another. You may be looking at another state plan review fee and a permit transfer fee.**
- Before contacting a soil tester, know where you wish to build your house on the lot (if it is a vacant lot). The size of the house will be important also. There are setbacks that must be maintained from the house to the disposal system.**